



King County
Project & Program Manager IV
Board of Health Administrator
PUBLIC HEALTH- SEATTLE & KING COUNTY
Annual Salary Range \$65,287 to \$82,754
Job Announcement No.: 03RM3559
OPEN: 7/9/03 CLOSE: 7/15/03

WHO MAY APPLY: This career service position is open to all qualified applicants.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 1230, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Human Resources at (206) 296-4091 for further inquiries.
PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: 999 3rd Avenue, Suite 1200, Seattle WA

WORK SCHEDULE: This career service position is exempt from the provisions of the Fair Labor Standards Act, and is not overtime eligible. The work week is normally Monday through Friday.

PRIMARY JOB FUNCTIONS INCLUDE: This position has three areas of responsibility: 1) Administrator of King County Board of Health; 2) Department legislative analyst- liaison to State legislation, city and county lobbyists, state and national associations; and 3) Department liaison to State Department of Health for public health system issues.

1. Administrator of King County Board of Health

- Consult with Prosecuting Attorney's Office on Board matters and communicate to Director, Board Chair and Board of Health.
- Draft Board rules and regulations, including fee-setting regulations.
- Establish, manage, and plan schedule for the development and processing of rules and regulations.
- Carry out rule making process.
- Merge public health provisions in Seattle Municipal code into Code of the King County Board of Health.
- Facilitate Health Department's support of any litigation filed against the Department or Board based on Board action or inaction.
- Draft local legislation pertaining to Board of Health.
- Ensure that Board operates in compliance with state law governing local boards of health, County enabling ordinances and Board operating rules.
- Manage the development and presentation on oral and written briefings of the Board on program and policy matters by staff and others.
- Interact with Elected Officials, Local, State and National Agencies and Organizations.
- Develop Board administrative procedures.
- Plan and conduct evaluation of Board activities.
- Develop and implement periodic strategic planning processes, including priority setting.
- Develop and monitor the Board of Health budget.

2. Department legislative analyst- liaison

- Coordinate the Department's communication and analysis of state or federal legislation that may affect the Department; ensure that legislation is responded to in a timely manner and the Department's position is clearly defined.
- Research and assess issues and recommend strategies to ensure needs are met.
- Advocate Department's position to the Legislature, governmental agency staff, state association and local public health department colleagues.
- Monitor and track Department's position on pending bills.
- Consult with Department Director regarding strategic actions and decisions to influence legislation.
- Represent the Department on Washington State Association of Local Public Health Officials Legislative committee and County Council Legislative Committee.

3. Department liaison to State Department of Health

- Represent Department in statewide public health systems development work related to the Washington Public Health Improvement Plan.
- Coordinate Department's involvement in key state workgroups; assure interagency communication regarding work plan development.
- Coordinate the implementation of state performance standards for local public health at Public Health – Seattle & King County; including the determination of project budget, implementation schedule, identification of personnel assigned to the project, and scope of activity. Assist in justification of project budget request. Monitor the financial status of the implementation project.
- Direct and coordinate the work of multiple professional staff related to the implementation of local public health performance standards.
- Serve as the technical expert in the roll out of local public health performance measures.

QUALIFICATIONS:

- Senior level knowledge relative to the organization and delivery of public health, including core public health functions, programs and services carried out by state and local health departments.
- Knowledge in legislative advocacy/constituency building/familiarity with state and local legislative process.
- Senior level staff work related to program planning and development, policy development, team building, advocacy, outreach and collaboration, strategic planning, workforce development and quality improvement.
- Knowledge of administrative law, state and local administrative procedures acts, public meetings law and public records law.
- Knowledge of state law governing public health jurisdictions and local legislation governing Board of Health.
- Knowledge of state, federal and local legislative process.
- Knowledge of Board of Health operating rules.
- Knowledge of Health Department organizational structure, key personnel and programs.
- Knowledge of research methods and analysis- contracts and resources.
- Oral & written communications skills.
- Knowledge with performance assessment/benchmarking and standards development.
- General knowledge of public health- working familiarity with broad range of public health issues, principles, programs and services.
- Public speaking skills
- Computer skills
- Writing and editing reports, draft rules, resolutions, regulations, proposals, legislative analyses, and position papers.
- Group facilitation, conflict resolution and negotiation skills.
- Skill in responding in a tactful and diplomatic manner, working on sensitive issues with diverse groups.
- Skills in applying quantitative and qualitative analysis and evaluating data for decision making and policy development.

- Policy development, analysis and interpretations skills.
- Skills in comprehending community issues related to the Board of Health and the Department.
- Budgeting skills.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a through background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

UNION MEMBERSHIP: Non-represented

CLASS CODE: 8245 SEQUENCE NUMBER: 80-8245-0150